

# HELENA PARKS & RECREATION ATHLETIC FIELD & COURT ALLOCATION AND USE POLICIES

## **I. PURPOSE**

The Helena Parks and Recreation Department (HPRD) is committed to meeting the recreation and leisure needs of the community. These policies and procedures have been established to structure, monitor, and prioritize athletic field and tennis court usage in a fair and non-discriminative manner.

## **II. ALLOCATION PRIORITIES**

The HPRD will allocate the usage of fields and courts for its own programs, the Helena School District, non-profit organizations, and private groups and organizations. Approval of requests for use will be evaluated based on the following priority classifications:

**Priority A:** All HPRD programs and classes for youth and adults.\*

**Priority B:** HPRD partners and user groups with current and signed use agreements.

**Priority C:** Sanctioned Helena School District practice, games, and tournaments.

**Priority D:** Citizens, non-profits, and private organizations who reside inside the city limits. *(Verification of residency must be submitted with each field and/or court request to qualify.)*

**Priority E:** Other organizations, non-profits, groups, and individuals who reside outside the city limits.

*\* With the exception of Ramey & Northwest Park where the Helena School District has priority.*

## **III. RESERVATION POLICY**

- A.** HPRD events and programs have priority over any other\*.
- B.** A group that wishes to have priority allocation with exclusive recurring use requires a use agreement and liability insurance. All other use is on a first come, first serve basis.
- C.** If a user would like to reserve a field and/or court for a one-time exclusive use, a park reservation may be made, and court or field use fees will apply. Park use and reservation policies apply.
- D.** Any person, business or organization that provides paid instruction in any park or recreation facility within the city must obtain and meet the conditions of a Commercial Park Use Permit.
- E.** Fields will be allocated by priority use and will be allocated and permitted as sustainability allows.
- F.** Teams and organizations may be required to provide a schedule which indicates all allotted fields are being used. If allocated fields are not being utilized three or more times during a season or reserved period of time, the reserved use will be reassigned. Teams and organizations will be notified of changes prior to reassignment.

## **IV. ALLOCATION PROCEDURES**

All organizations in priority A-E must submit a field/court use request to the HPRD by February 1 for spring and summer activities and May 1 for fall and winter activities. Field and court

requests will be accepted only by using the Field & Court Request Form (Appendix A). Only requests using this form and filled out completely will be considered.

## **V. ATHLETIC FIELDS & COURTS**

The following fields and courts are available for use as described below:

### **A. Ball Fields:**

<b>Batch Park Softball</b>	Helena Softball Association schedules fields April-August	
	Field 1- Competitive	
	Field 2- Competitive	Men's teams not allowed. No batting practice.
	Field 3- Competitive	
	Field 4- Competitive	
<b>Centennial Park Softball</b>	Helena Softball Association schedules fields #1-3 April-August	
	Field 1- Competitive	
	Field 2- Competitive	
	Field 3- Competitive	
	Field 4- Practice/Youth	Practice field and outfield can be used as a soccer field, CEN-B
<b>Northwest Park Softball</b>	Helena School District has priority scheduling	
	Field 1- Competitive	
	Field 2- Competitive	
<b>Ramey Park Softball</b>	Helena School District has priority scheduling	
	Mihelish Field- Competitive	Helena High School Varsity softball uses this field
	J.O. Field- Competitive	Helena High School Junior Varsity softball uses this field
<b>Lockey Park</b>	No adult play allowed on ballfield due to close proximity of houses	
	Field 1-Youth	
<b>Barney Park</b>	No adult play allowed on ballfield due to close proximity of houses	
	Field 1-Youth	
<b>Lincoln Park</b>	Ballfield	Adult or youth practice field

### **B. Soccer Fields:**

<b>Siebel Fields (Airport)</b>	Contact the Helena Youth Soccer Association for field use and rental.	
<b>Centennial Park</b>	CEN- A (practice)	Adult, high school or college practice soccer field
	CEN- B (practice & games)	Youth soccer fields (shares space with practice softball field)
	CEN- C (practice & games)	Youth soccer fields
<b>Northwest Park</b>	Helena School District has priority scheduling	
	NW- A (practice & games)	High school and youth soccer
	NW- B (practice & games)	High school and youth soccer

### **C. Tennis Courts:**

<b>Civic Center Park (Bill Scribner Courts)</b>	CC-1	CC-2	CC-3	CC-4
<b>Barney Park</b>	B-1 <i>(striped for pickleball)</i>	B-2	B-3	B-4
<b>Lockey Park</b>	L-1	L-2	L-3	L-4
<b>Mountain View</b>	MV-1 <i>(striped for pickleball)</i>			

#### **D. Sand Volleyball Courts:**

Centennial Park	CC-1	CC-2
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#### **E. Open Field Space:**

The following parks have adequate space to conduct pick-up games and practice but do not have an improved sports playing field. The open space can be used for softball, T-ball, soccer, rugby, lacrosse, or other field sports.

- Barney Park
- Jaycee Park
- Lockey Park
- Memorial Park
- Ramey Park
- Robinson Park
- Skelton Park
- Waukesha Park

### **VI. ATHLETIC FIELD & COURT USE POLICIES**

The Athletic Use Policies have been established to: rest fields; maximize usage; protect the citizens of Helena's assets; provide long term efficient and effective field and court maintenance. In addition, all city codes and regulations for parks 7-12-2 shall apply.

#### **A. Rest & Renovation Policies**

- 1) An annual rest and renovation program is scheduled at all sites to maintain field sustainability. HPRD does attempt to be flexible in accommodating user groups, but ultimately the health and safety of the user and the condition and playability of the fields takes priority. This may require the closure of fields or facilities, denial of use of a field, and/or alternate sites for athletic use.
- 2) The ballfields and courts under the jurisdiction of the HPRD will be maintained to a condition that is safe for the type of sport to be played on that field. HPRD reserves the right to cancel or postpone any activity on any ballfield or court which is not in a safe condition due to vandalism, over-use, or weather.
- 3) Soccer goals and fields shall be rotated at least every spring and fall and more frequently if negative impacts to the turf are detected.

#### **B. Athletic Field Lining/Marking Policies**

- 1) Lining of city fields is prohibited without permission or authorization as outlined in established use agreements or park use permits.
- 2) Marking walking trails is prohibited without permission or authorization as outlined in use agreements or park use permits.
- 3) Any user failing to comply with established guidelines and notification requests is subject to pay for all damages occurring to the facility and the termination of field use permit.

#### **C. Modification Policies**

- 1) Requests to modify, resize, add field use, or improve any city field or facility shall be submitted with conceptual drawings to the HPRD.

- 2) No temporary or permanent structures or equipment shall be erected on any facility unless approved by the HPRD and dedicated for community use. If permanent structures and/or equipment are installed it will become city property.

#### D. Cancellation and Postponement Policy

- 1) If the field or court use is canceled by HPRD, a full refund will be granted. HPRD reserves the right to cancel or postpone any practice, game, or recreational use of any activity on ballfields or property under the jurisdiction of HPRD.
- 2) HPRD reserves the right to cancel athletic activities and events due to weather and/or field conditions. Justification for cancellation is primarily based upon resource protection and safety of the participants.
- 3) A 100% refund will be issued if field/court use is canceled 30 days or more prior to the first day of use. Requests for refunds must be submitted in writing (by mail, email or fax).
- 4) Refunds in the form of credits must be used within 12 months of being issued.
- 5) There will be a \$10 administrative processing fee charged for all refunds. This administrative fee will be waived if a credit is issued instead of a refund.

#### E. Fees and Commercial Use Policies

- 1) Payment is due at the time of reservation unless the use is covered by a use agreement.
- 2) Any person, business or organization that provides paid instruction, sports camps, and/or event in any park or recreation facility within the city must obtain a commercial park use permit.
- 3) Commercial sports organizers or instructors are responsible for carrying an insurance policy that covers liability for their operation while conducting business. Minimum amounts include \$750,000/occurrence and \$1.5 million/general aggregate.
- 4) Commercial sports organizers are responsible for picking up and removing garbage generated from their instructional or sports camp and/or event/ activity.
- 5) Fee-based sports camps or instructional camps are charged according to adult or youth activities.
- 6) Fees for commercial uses are based on two options:
  - a. Option 1 utilizes a "booth" concept that pertains to concessions or commercial activities that use minimal park space.
  - b. Option 2 utilizes the park use fee concept that is used for larger events or commercial activities that require more space in a particular park.

#### F. General Use Policies

- 1) When park facilities are not reserved in advance, they are available to the public on a first come, first serve basis.
- 2) HPRD shall have the right to terminate park reservations and use permits if it is determined the user is not acting in accordance with the permitted use.
- 3) Adult baseball is not allowed in Lockett or Barney parks.
- 4) Additional rules may be developed for specific programs as deemed necessary by department staff.

- 5) Use of fields/courts for large groups, tournaments and sports meets, will require additional porta-potties and garbage containers at the expense of the organizer. Determination will be made on a case-by-case basis by HRPD.
- 6) If lights are used at Batch field, the user will be charged a minimum of \$1,100 to recover actual billed costs of turning on the lights.

## **VII. ATHLETIC FIELD & COURT USE FEES**

<b>A. Fields</b>	<b>Community Benefit Level</b>	<b>Fees</b>	<b>Deposit</b>
Youth	1	\$2.00 hr/field	
Adult	4	\$3.00 hr/field	
<b>B. Tennis/Basketball Courts</b>	<b>Community Benefit Level</b>	<b>Fees</b>	<b>Deposit</b>
School practice & competition	1	\$1.00/court/day	
Youth	1	\$2.00/hr/court	
Adult	4	\$3.00/hr/court	
<b>C. Commercial Use</b>	<b>Community Benefit Level</b>	<b>Fees</b>	<b>Deposit</b>
Private tennis instruction	5 100%	\$2.00 per hour/court	\$10/ct/day
Fee-based event	5 100%	Fee based on park use fee concept #2 <div> <div>≤ 4 hours</div> <div>≥ 4 hours</div> </div> <div> <div>\$120.00</div> <div>\$240.00</div> </div> Plus 7% gross ticket sales	\$100/day \$400 (tents or canopies)
Fee-based sports camps or instructional camps (Adult)	4 75%	Fee based on park use fee concept #2 <div> <div>≤ 4 hours</div> <div>≥ 4 hours</div> </div> <div> <div>\$90.00</div> <div>\$180.00</div> </div>	\$150/session \$400 (tents or canopies)
Fee-based sports camps or instructional camps (Youth)	3 50%	Fee based on park use fee concept #2 <div> <div>≤ 4 hours</div> <div>≥ 4 hours</div> </div> <div> <div>\$60.00</div> <div>\$120.00</div> </div>	\$150/session \$400 (tents or canopies)